



## **JOB DESCRIPTION**

Title: **RECREATION DIRECTOR**  
Department: Parks & Recreation  
Class Code: 1565  
FLSA Status: Exempt  
Effective Date: June 5, 1984 (Rev. 07/2008)  
Grade Number: 23

### **GENERAL PURPOSE**

Under general supervision from the Public Services Director, performs administrative, supervisory and professional work in the planning, development and operation of a comprehensive public recreation program for the community.

### **EXAMPLE OF DUTIES**

- \*-- Plans and manages a comprehensive citywide recreation program including athletic leagues, instructional programs, day camps, and special events.
- \*-- Manages the Community Center and programs therein; including staffing, maintenance, and marketing.
- \*-- Trains, supervises and evaluates work performance of full-time and seasonal personnel; makes recommendations for hiring and termination; prepares schedules and assignments for recreation personnel.
- \*-- Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees are trained in safety procedures.
- \*-- Prepares and manages annual budget for recreation program functions. Approves purchases of supplies and operating inventory for recreation programs. Develops alternative funding sources for programs and improvements.
- \*-- Performs public relation duties; responds to complaints; handles all league suspensions and rule enforcement; prepares news releases, information and marketing bulletins or other publicity on recreation activities; identify and meet the recreational needs of diverse community groups.
- \*-- Coordinates facilities and programs with department staff and other agencies and organizations; serves as a technical advisor to sports clubs and recreation staff.

- \*-- Coordinates and monitors contracts and insurance agreements for recreation programs.
- \*-- Assists the department director in short and long range planning for a comprehensive citywide recreation program; proposed long range capital improvement and development of facilities, equipment and programs.
- Provides a backup to clerical staff for answering phones; assisting at registration counter; providing clerical support.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelors Degree in recreation administration, physical education, or a closely related field and four (4) years of experience in supervising recreation programs, or any equivalent combination of education and experience.

### Special Requirements

- Must be bondable; valid Utah Driver's License required.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports; working knowledge of modern office and bookkeeping procedures.
- Skill in operating a variety of office equipment; PC experience a plus.
- Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work night shifts; ability to work weekends; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.